

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** 20961i  
**Opening Date:** 03/03/2010  
**Closing Date:** 03/08/2010

## **Classification Counselor 3**

**\$3,334 - \$4,377 monthly (Range 49) plus great benefits**

### **Agency Information**

**THIS RECRUITMENT IS FOR DEPT OF CORRECTIONS EMPLOYEES ONLY.**

The Department of Corrections is seeking a highly motivated and qualified individual as a Classification Counselor 3 located at Washington Corrections Center in Shelton, Washington.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### **DOC offers:**

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

'The mission of DOC is to improve public safety.'

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov)

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

### **Duties**

Provide professional classification expertise with the goal of placing the offender in the least restrictive custody designation, while meeting the need to provide for the safety of the public, staff, visitors, and offenders. Collaborate with community resources and stakeholders to promote successful re-entry and transition of offenders to the community.

#### **Work activities include but are not limited to:**

- Provides guidance and technical expertise to other staff, assign and review others work.
- Investigates all information available for each offender arriving to determine his/her documentation and programming needs.
- Completes Offender Release Plan, verify transition plans and approve low risk release plans. Counsel and inform offenders regarding community resources and problems they might encounter in their transition to work release, parole, or release.
- Enforces court ordered and DOC imposed conditions.
- Completes paperwork for special visits, death bed visits, funeral outings, job referrals, End of Sentence Review packets, Extended Family Visit's, marriages, psych evaluation requests, offender to offender correspondence, and out of state and international transfers.
- Writes correspondences, infractions and incident reports.

- Works with internal and external entities to facilitate offender re-entry into the community.
- Works with unit staff as well as other sections of the facility to resolve inmate problems.
- Administers risk assessment tools.

## Qualifications

Required Qualifications:

A Bachelor's degree, involving major study in one of the social sciences or closely related field, and two years of professional counseling or casework experience.

OR

Satisfactorily completion of two years of college in one of the social sciences or in a closely related field and four years of professional counseling or casework experience.

Graduate training in one of the social sciences in a closely related field will substitute for one year of experience stated above

OR

One year as a classification or correctional counselor 2 in Washington State.

Note: Pre-employment process may include drug testing.

## Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Detailed Instructions" heading within [www.careers.wa.gov](http://www.careers.wa.gov).

Tuberculosis (TB) is a priority health issue for DOC employees. Periodic skin tests are required for all health care providers and custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Please consider the following when deciding whether to apply:

- \* Employees work with offenders in a potentially hazardous setting.
- \*Pre-employment process will include drug screening
- \* All Department of Corrections employees are fingerprinted for a criminal history background check.
- \*This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.
- \*All DOC facilities are smoke and/or tobacco free.

## Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please call Jeannette Howard (360) 426-4433 extension 5267.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call Jeannette Howard at (360) 426-4433 extension 5267.

## How to Apply

### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020961\* and click on Start Search.
5. Click on the link Classification Counselor 3, Shelton, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).